

# DUTY STATEMENT

## DEPARTMENT OF STATE HOSPITALS - ATASCADERO

<b>JOB CLASSIFICATION: PSYCHIATRIC TECHNICIAN TRAINEE</b>
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### 1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Assists staff in providing basic behavioral and psychiatric nursing and custody services care to clients/patients. After successful completion of the 16 hour class of Preventative Management of Aggressive Behavior and successful completion of the 80 hour course of instruction at the Atascadero State Hospital School of Psychiatric Technology and receipt of a Certificate of Completion of "Basic Nursing Skills Overview" is certified be counted as nursing staff coverage and may perform the duties specified on the certificate and the duties listed below under licensed staff supervision.

The Psychiatric Technician Trainee will be oriented to unit functions and will be mentored and supervised by the Senior Psychiatric Technician.

35% Assists in the provision of basic general and psychiatric nursing care. **Helps to create a clean, safe and therapeutic environment for patients or inmates; apply mental health principles and relationship security with patients or inmates;** Observes all hospital and unit safety and security regulations and procedures while performing assigned nursing and security tasks.

35% Under supervision, **performs nursing procedures such as observing patients or inmates physical condition and behavior, observing patient showers and shaves, performing security rounds and continuous observations and reporting significant changes to a shift supervisor, unit supervisor or physician and recording nursing notes: co –noted by licensed staff, in the patients or inmate record;** giving first aid and CPR, and follows infection control procedures as needed.

Performs custody tasks including escorting patients or inmates in the facility; distributing and inspecting patients' or inmates' mail for hazardous contraband, **shakedown; i.e., searching for drugs, contraband, weapons and inspecting facilities to identify security breaches that could lead to the escape of a patient or inmate; observing and intervening in patient behavior that may injure people, damage property or signal impending escape attempts, applies and demonstrates Knowledge of correct methods in the prevention and management of assaultive behavior (PMAB), which includes patient containment, heavy lifting, applying restraints and responding to emergency situations throughout the hospital.**

30% Assists in motivating and teaching patients to develop skills and self-reliance in activities of daily living, e.g., eating, toileting, bathing, grooming, dressing, bed making and maintaining a clean living area. Assists Rehabilitation Therapists and nursing staff in provision of occupational, recreational and industrial therapy projects and groups for the patients. Performs other duties as assigned.

### 2. SUPERVISION RECEIVED

Is supervised by the Unit Supervisor and lead by a Senior Psychiatric Technician/ R.N. Lead or Alternate Shift Lead.

### 3. SUPERVISION EXERCISED

N/A

### 4. KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

Arithmetic computations, including fractions; the metric system; spelling and grammar.

#### ABILITY TO:

Communicate effectively; acquire general behavioral and psychiatric nursing knowledge, skills and attitudes; apply basic nursing knowledge and understanding of the behavior of mentally or developmentally disabled clients/patients.

### 5. REQUIRED COMPETENCIES

#### INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

#### SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

#### CPR

Maintains current certification.

#### AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

X Adult      X Geriatric

#### MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (MAB).

#### RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriate uses: applies, and removes restraint and/or seclusion.

#### CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

#### PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

### **SITE SPECIFIC COMPETENCIES**

Applies and demonstrates knowledge of the following:

Hospital Emergency Preparedness Plan and the Program Area Specific Safety Plan.

Follow the hospital policies on Sexual Harassment, Patient Interaction.

Observe patients on continuous monitoring documenting changes when appropriate.

Participates as a member of the interdisciplinary team providing nursing input into the treatment planning of individual patients.

Following Competency validation (Per NP300) may be assigned to supervise on unit shaving/trimming activities.

Applies and demonstrates knowledge of the special incident gear.

Identifies and confiscates and disposes of contraband per policy.

Relationship Security, demonstrates professional interactions with the patients and maintains therapeutic boundaries.

### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

I-vac, Automatic Emergency Defibrillator, O<sub>2</sub> Delivery/suction, Gurney & Backboard.

## **6. LICENSE OR CERTIFICATION – Not applicable.**

## **7. TRAINING - Training Category = 01**

The employee is required to keep current with the completion of all required training.

## **8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date